

Guide to the Information made available by the Yorkshire Dales National Park Authority

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Appendix Classes of information

1. Freedom of Information Act

The Freedom of Information Act 2000 requires all public bodies, including the Yorkshire Dales National Park Authority, to adopt and maintain a publication scheme. This should specify:

- the types of information that the Authority publishes or intends to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge or has to be paid for.

From January 2009 the Information Commissioner's Office has produced a model publication scheme which this Authority has adopted (see www.ico.gov.uk for further information). The following document is a guide to the kinds of information we provide in order to meet our commitments under the model publication scheme.

2. Responsibilities

The Yorkshire Dales National Park Authority is a local government body, established by the Environment Act 1995, which has two statutory purposes as follows:

- to conserve and enhance the natural beauty, wildlife and cultural heritage of the area; and
- to promote opportunities for the understanding and enjoyment of the special qualities of those areas by the public.

It also has a duty in pursuing these purposes to:

- seek to foster the economic and social well-being of local communities within the National Park.

The Authority is also the local planning authority under the Town and Country Planning Act 1990 for the whole of the area designated as a national park.

3. Exemptions

The Authority is committed to a culture of openness and will operate a presumption in favour of making its information available to the public, unless there are clear reasons for withholding it. These include:

- exemptions where the public interest test applies; and
- information which is classified as exempt under the terms laid down in legislation.

The following specific information is exempted from the Publication Scheme:

- information that is confidential or exempt under the terms of the Local Government Act, 1972;
- information that would compromise the privacy of an individual;
- information given under a statutory guarantee that confidentiality would be protected, where there was no legal obligation to provide the information and no agreement sought for it to be published;
- information the disclosure of which would harm the frankness and candour of internal discussion;
- information or other records or research that are still in the course of completion;
- confidential material relating to legal matters;
- information and/or data that could compromise conservation purposes;
- material that is commercially or industrially sensitive;
- confidential tendering, contractual and financial data; and
- draft responses to audit.

Information held by the Authority belonging to other individuals and organisations may also be exempted depending on the copyright terms under which the information is held.

Information that is held which is personal to individuals is covered by the Data Protection Act, and is not the subject of this Publication Scheme.

4. Classes of information

The Information Commissioner's Office (ICO) has identified the following seven classes of information, under which the Authority must routinely publish or intends to publish information:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Further details of the information available within each of the classes are set out in the ICO Definition document for National Park Authorities, the Broads Authority and Conservation

Boards

(http://www.ico.gov.uk/Home/what_we_cover/freedom_of_information/publication_scheme/definition_document_national_park_authorities_broads.aspx). Whilst this provides a list of the classes of information which are published by the Authority, it does not constitute a comprehensive list of all the individual documents and other information that are published and are available to the public.

5. Obtaining information

It is our aim to make as much information as possible available online at www.yorkshiredales.org.uk. All major publications are now published online at the same time as hard copies. Other publications (including archive documents) are being added as part of an ongoing programme.

Hard copies of all the information listed as part of this guide are available from the offices of the Yorkshire Dales National Park Authority as follows:

Yorkshire Dales National Park Authority
Yoredale
Bainbridge
Leyburn
North Yorkshire
DL8 3EL

Yorkshire Dales National Park Authority
Colvend
Hebden Road
Grassington
North Yorkshire
BD23 5LB

Tel: 01969 652300
Fax: 01969 652399

Tel: 01756 751600
Fax: 01756 751699

You can also contact either office on:

Tel: 0300 456 0030
info@yorkshiredales.org.uk

Large print versions of most information can be made available by arrangement. Due to the limited resources of the Authority, braille and audiotape versions of information cannot normally be made available.

The Authority recommends that anyone wanting information contained in the Publication Scheme should phone ahead first to avoid any delays.

6. Charging for information

There will generally be no charge for information that is provided online or viewed at the National Park Authority offices except in the case of the Historic Environment Record (HER) which is accessible under the Environmental Information Regulations, and where charges may be made on some occasions. This will vary according to the nature of the enquiry and charges may be waived in certain circumstances.

In relation to other information requests (non-HER) it may be necessary to recoup all or part of the cost of some photocopied material or printed publications as well as postage costs. Such costs will be estimated at the time that the request is made.

7. Copyright

All National Park Authority copyrights are reserved but material appropriately attributed may be reproduced for purposes of private study or research with permission.

8. Information to be added at a later date

At present limited mapping data is available on the national parks portal website www.nationalparks.gov.uk and the National Park Authority website www.yorkshiredales.org.uk. This facility is being added to all the time.

9. Other information

For further information about Freedom of Information visit the Information Commissioner's website at www.ico.gov.uk.

If you are unhappy about the way that we have dealt with a request for information you can contact the Information Commissioner at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

10. Feedback and comment

This guide is part of the Yorkshire Dales National Park Authority's commitment to a culture of openness and accessibility. In order to achieve this we would welcome comments and suggestions about it.

Any questions, comments or complaints about this guide should be sent in writing, to the Publication Scheme Co-ordinator:

Head of External Affairs
Yorkshire Dales National Park Authority
Colvend
Hebden Road
Grassington
North Yorkshire
BD23 5LB

Tel: 0300 456 0030

Fax: 01756 751699

Email: info@yorkshiredales.org.uk

Appendix

Classes of information

1. Who we are and what we do

This class contains information about the constitution of the Authority pursuant to the Environment Act 1995, the Local Government Acts 1972 and 2000 and the Natural Environment and Rural Communities Act 2006.

Examples:

Descriptions of the Authority's functions and how the Authority works, and its corporate governance arrangements, Members' handbook (includes standing orders, delegation scheme, code of conduct and roles and responsibilities), committee memberships and terms of reference, current and previous member details, current member biographies, members' appointments to outside bodies, dates and venues of committee meetings.

Where available:

- Yorkshire Dales National Park Authority offices at Yoredale, Bainbridge or Colvend, Grassington.
- Descriptions of the Authority's functions and how the Authority works, and its corporate governance arrangements, code of conduct, standing orders, member biographies and dates and venues of committee meetings are all available on the Authority website – www.yorkshiredales.org.uk.

2. What we spend and how we spend it

This class consists of budget and financial information for the Authority including balance sheets.

Examples:

Audited accounts and balance sheets, auditors' reports, members' allowances, summary of allowances and payments.

Exemptions:

All commercially sensitive information, for example, quotations, tenders and insurance policies, including information relating to quotations and tenders leading up to the time of the award of a contract, to ensure that the tender process is fair.

Where available:

- Yorkshire Dales National Park Authority offices at Yoredale, Bainbridge or Colvend, Grassington.
- Audited accounts and balance sheets are available on the Authority website – www.yorkshiredales.org.uk.

3. What our priorities are and how we are doing

This class contains all the strategies and policies approved by the Authority, statutory or otherwise.

Examples:

National Park Management Plan, Corporate Plan, Local Plan, Local Development Framework, Interpretation Strategy, Dales Countryside Museum Collecting Policy, Biodiversity Action Plan, Integrated Access Strategy, State of the Park Report, personnel policies.

Where available:

- Yorkshire Dales National Park Authority offices at Yoredale, Bainbridge or Colvend, Grassington.
- Majority of current policies and strategies (excluding personnel policies) are available on the Authority website – www.yorkshiredales.org.uk.

4. How we make decisions

This class contains the reports and decisions of the Authority except exempt information.

Examples:

Authority and committee agendas, reports and minutes.

Where available:

- Agendas, reports and minutes for the current and previous year are available on the Authority website – www.yorkshiredales.org.uk.
- Hard copies of all agendas, reports and minutes dating back to 2001 can be viewed at the Yorkshire Dales National Park Authority offices at Yoredale, Bainbridge. Earlier committee papers dating back to 1974 are stored off-site but members of the public wishing to view these documents can make arrangements to do so by appointment with the Secretariat team.

5. Our policies and procedures

This class consists of Authority policies on corporate governance and risk management, Finance and Resources, IT and Communications, Promoting Understanding, Access and Recreation, Planning, the Natural Environment, Historic Environment and Economy and Community and how to comment on these.

Examples:

Services, standards and best value, Compliments, complaints and comments.

Where available:

- Yorkshire Dales National Park Authority offices at Yoredale, Bainbridge or Colvend, Grassington.
- Authority website – www.yorkshiredales.org.uk.

6. Lists and registers

This class consists of public registers and registers held as public records

Examples: Register of Members' Personal Interests, Register of Gifts and Hospitality received by officers, Asset Register.

Exemptions: Information is available only to the extent permitted under the Data Protection Act 1998.

Where available: Yorkshire Dales National Park Authority Office at Bainbridge, by application to the Monitoring Officer.

7. The services we offer

This class consists of information issued to inform and update the public and includes materials and publications produced by the Authority for visitor and educational use, planning guidance and promotional material. Items already charged for will be available at the published price.

Examples:

News releases published by the Authority, The Visitor newspaper, Dales newspaper. Educational resources, walks leaflets, volunteer information, leaflets and general guidance for planning applications, Farm Buildings Design Guide, Design Guide, research and monitoring reports, grant forms (for example, for the Sustainable Development Fund), Historic Environment Record, Conservation area designation statements, protected trees information.

Where available:

- Yorkshire Dales National Park Authority offices at Yoredale, Bainbridge or Colvend, Grassington.
- Hard copies of The Visitor are widely distributed within and outside the national park. Dales (the residents newspaper) is delivered to every home in the national park twice a year.
- News releases dating back to 2005 are available on the Authority website – www.yorkshiredales.org.uk. From 2007 onwards, electronic versions of Dales and The Visitor have also been made available here.
- The majority of the rest of the documents are also available on the Authority website – www.yorkshiredales.org.uk. Much of the information in the Historic Environment Record (HER) is available on the website www.outofoblivion.org.uk although the full HER consists of photographs, paper records and artefacts too which can only be consulted in person at the Authority offices in Bainbridge. Note that as noted point 6 of the guide (page 3), charges will normally be made for consulting the HER (although these may be waived in certain circumstances).